ADUR & WORTHING COUNCILS

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Housing Benefit and Council Tax Support

Self-employed Earnings Form

Benefit claim number

Please answer all the questions. If a question does not apply, please write 'not applicable'.

1. Your declaration

Please read this declaration carefully before you sign and date it.

I understand the following.

- If I give information that is incorrect or incomplete, you may take action against me, which may include prosecution.
- You will use the information I have provided to process my claim for Housing or Council Tax Benefit, or both. You may check some of the information with other sources within the council, the Rent Service and other councils.
- You may use any information I have provided in connection with this, and any other claim for Social Security Benefits that I have made or may make, to validate this claim, my Council Tax liability and any entitlement to a bus pass.
- You may give some information to other government organisations, if the law allows this.

I know that I will be required to have evidence of my figures.
I know that I must let the council know about any change in my circumstances that might affect my claim.
I declare that the information I have given on this form is correct and complete.

Signature of person claiming

Date

Partner's signature

Date

2. Your Business Details

Your full name

Your home address

Your business name

Your business address

The nature of your business

When did your business start trading?

Are you a sub-contractor? **Yes*** **No**

If yes, please do not complete this form because we will treat you as an employee, and you will need to supply your wage slips for the last five weeks or two months

3. Other Business Details

On average, how many hours do you work each week?

If your business is seasonal, please confirm the periods that you have worked and the average number of hours worked each week

From	To	Average number of hours worked per week

Is the business a partnership? **Yes** ☐ **No** ☐ **How many partners are there?**

Is your husband/wife a partner? **Yes** ☐ **No** ☐

If you have a legal Deed of Partnership or a 'Partnership Agreement' please provide proof.

Is your husband or wife an employee of the business? **Yes** ☐ **No** ☐ **What are his/her weekly earnings?** £

Are any other people employees of the business? **Yes** ☐ **No** ☐ **If yes, how many?**

Do you contribute to a pension scheme? **Yes** ☐ **No** ☐ **How much do you pay each week?** £

If you do contribute to a pension, please provide proof of your policy

If you are an Ebay Seller, what is your Seller ID?

4. Your Business Income and Expenditure

Please provide your business accounts and all your invoices & receipts for this period, but also complete the sections below. We may ask you to leave these documents at the Town Hall if there are too many to photocopy.

What period does your income and expenditure relate to? **From** **To**

Business Income **£**

Sales and Work Done

New Deal/Business Start-Up Payments

Tips, Gratuities, Other income (please specify)

Cost of Sales

Opening stock value **£ Stock taken for private use**

Stock in hand at end of period

Business Expenses

(If you do not provide receipts for your expenses, we will not be able to take them into account)

	£ Total	£ Private Use
Purchase of goods for resale/stock		
Wages to employees other than spouse/partner		
Wages for your spouse/partner		
Drawings		
Accountancy/Legal fees		
Advertising costs		
Bank charges		
Business Rates		
Carriage and delivery charges for goods		
Fuel for heat, light, hot water and power		
Hire, rental, and leasing charges		
Interest payments on a business loan		
Insurance premiums for liabilities/assets		
Postage charges		
Replacement/repair cost of worn out asset *(less amount received on insurance)*		
Rent for business premises		
Stationery		
Telephone and fax charges		
Transport costs: Fuel		
Road Tax/Insurance		
Servicing		
Other expenses (please specify)		

Are the figures for income and expenditure given above likely to be similar for the next year? **Yes** ☐ **No** ☐

If "no", please explain why

5. Your Business Bank Details

Do you have a separate bank account for business use only? **Yes** ☐ **No** ☐

Which bank is the account held at?

What is the account number?

Please provide your business bank statements for the period that you have provided income & expenditure details for above